

LESSON PLAN

INTRODUCTION

- A. Course Title: Radio Procedures
- B. One Hour

Instructional Goals:

1. This course is designed to give the student a basic understanding of police radio procedures
2. This course will instruct the student on the importance of clear concise transmissions and the proper information needed to conduct records checks

Instructional Objectives:

1. Identify proper NCIC code and procedures to check persons and property.
2. Identify information necessary to check for wants/warrants on person(s) through NCIC.
3. Identify information necessary to check on property through NCIC.
4. Identify need to speak by radio clearly, concisely, calmly.
5. Identify need to keep radio transmissions to a minimum (keep conversations short and to the point).
6. Identify information that should be included in a person's description.
7. Identify information that should be included in a vehicle description.
8. Demonstrate basic knowledge and use of law enforcement 10-codes, signal codes, etc.

INTRODUCTION

Instructional Methods: Classroom lecture and discussion, hand outs

Handouts:

Estimated Time: 1 hours

Bibliography:

NM Dept. of Public Safety, Block 5.6 Communications Lesson Plan

Instructor_____ Date_____

Prepared By: NMLEA INSTR Date: January 2014

Approved By: _____ Date: _____

Performance Objectives And Instructional Cues	OUTLINE AND PRESENTATION
LO4 LO5 LO7	<p>I. Radio Transmissions</p> <p>A. ABC's of radio transmissions</p> <ol style="list-style-type: none"> 1. "A" stands for Accuracy and is necessary to obtain the desired information 2. "B" stands for Brevity and is to conserve air time (Leave air clear for other officers) and reduce the volume of information handled by the dispatcher. 3. "C" stands for Courtesy / Clarity and is necessary for efficient, rapid service. Spell out names that are difficult. Think about what you are going to say before you say it. <p>B. Transmitting</p> <ol style="list-style-type: none"> 1. Wait until the air is clear. Don't walk on or interrupt other traffic unless it is an emergency. 2. Speak clearly, calmly and be concise. This is very important during emergency situations. <p>C. When using the radio, avoid the use of:</p> <ol style="list-style-type: none"> 1. Profanities, Humor or Slang 2. Malicious Interference 3. Unnecessary or unidentified transmissions <p>II. Necessary Information</p> <p>A. Traffic Stops</p> <ol style="list-style-type: none"> 1. Location (most important) 2. License State and Number 3. Color 4. Make & Model 5. Unique Identifiers (damage, camper shell, etc..) 6. Number of occupants

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<p>LO 6</p>	<p>B. Persons</p> <ul style="list-style-type: none"> 1. Location 2. Gender 3. Ethnicity 4. Color 5. Age 6. Clothing description 7. Unique identifiers (injuries, amputations, etc..) <p>C. Vehicles</p> <ul style="list-style-type: none"> 1. Location, Location, Location 2. License Plate State and Number 3. Vehicle Identification Number (V.I.N.) 4. Year, Make and Model 5. Vehicle Description 6. Occupants <p>D. Property</p> <ul style="list-style-type: none"> 1. Make and Model 2. Serial Number 3. Owner Applied Number 4. Description of Item <p>E. Records Checks</p> <ul style="list-style-type: none"> 1. NMLETS : NM MVD files for drivers license inquiries and vehicle registration checks <ul style="list-style-type: none"> a) Drivers license number, Social Security number or name and D.O.B. are required for a license inquiry b) For a vehicle check: <ul style="list-style-type: none"> 1) License number 2) License year 3) Type

Performance Objectives And Instructional Cues	<h2 style="text-align: center;">OUTLINE AND PRESENTATION</h2>
<p>LO1</p> <p>LO2</p> <p>LO3</p>	<p style="text-align: right;">4) VIN 5) Make 6) Vehicle year</p> <p>2. NMCIC: Wants, warrants and stolen/missing items in New Mexico</p> <p>3. National Crime Information Center (NCIC) The National Crime Information Center is a computerized information system established as a service to all Law Enforcement Agencies. The FBI is responsible for the complete operation of the NCIC computers, which are located at the FBI headquarters, Washington D.C. The State Control Terminal operated by the DPS I located in Santa Fe, New Mexico. The Department of Public Safety are responsible for maintaining proper NCIC usage within New Mexico. Each agency has a Technical Agency Coordinator who will ensure you are trained and become NCIC certified for your agency if you actually operate a teletype terminal.</p> <p>(a) Information needed to check persons</p> <ul style="list-style-type: none"> (1) Name (2) DOB (3) Social Security Number <p>(b) Information needed to check vehicles</p> <ul style="list-style-type: none"> (1) License information (2) State (3) VIN (4) Make (5) Year <p>(c) Information needed to check property</p> <ul style="list-style-type: none"> (1) Make and Model (2) Serial Number (3) Owner Applied Number (4) Description of Item

Performance Objectives And Instructional Cues	OUTLINE AND PRESENTATION
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Statement of Goals and Objectives

Instructional Goals:

This unit of instruction will familiarize the student with the capabilities of the proper procedures for accessing the National Crime Information Center (NCIC) and the New Mexico Law Enforcement Telecommunications System (NMLETS) computers.

Instructional Objectives:

At the conclusion of this block of instruction, the student will:

1. From given list of terms, choose the correct term that corresponds to the acronym NCIC.
2. From a given list choose the correct location where the state terminal for NCIC is located.
3. From a given list of definitions, correctly choose the definition of NCIC.
4. From a given list, the student will identify which law enforcement agencies may enter or access the NCIC program.
5. The student will, in writing, indicate whether receiving information from the dispatcher of a “hit” is sufficient grounds alone to make an arrest.
6. The student will, in writing, identify additional information needed to run an inquiry on an individual person.
7. The student will, in writing, identify information needed of which may be used to run an inquiry for an article, vehicle and gun.
8. From a given list, the student will identify the correct term for the acronym NMLETS.
9. From a given list, the student will correctly choose the controlling agency for NMLETS.
10. The student will, in writing identify uses of NMLETS as it pertains to New Mexico.

I. New Mexico Law Enforcement Telecommunications System:

Part A: New Mexico Law Enforcement Telecommunications System:

This system is a store and forward message switching system established as a service to all law enforcement agencies in New Mexico. The system operates by means of a telecontroller, terminal devices, and most important --- **PEOPLE.**

A. System Security:

Information obtained from the system is of a confidential nature:

1. Should only be used by duly commissioned officers
2. The Department of Public Safety is the controlling agency. All system regulations for NMCIC as well as the associated systems are administered by the Department of Public Safety.

Part B: NCIC/NLETS/NMCIC

B. System Discipline:

1. All messages handled on the system must be of police nature and authorized by a duly commissioned police officer.
2. Proper operation of the system is the responsibility of the User Agency, officers, and operators.
3. Teletypes do not travel at the speed of light. They are transmitted via telephone lines and services can be interrupted for various reasons.
Information received over Teletype system should not be provided to the news media.

Part C: Uses

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	<p>A. Send teletypes from one agency to another regarding police business. Some examples are :</p> <ul style="list-style-type: none"> 1. Attempt to locate wanted subjects 2. Death notifications 3. Runaways 4. Serious Crimes 5. Road and weather conditions 6. Conventions or meeting notices, police related 7. Stolen vehicles. <p>B. Also Vehicle Registration Inquiries:</p> <p>The New Mexico motor vehicle and driver's license inquiries may be made through NMLETS directly to MVD, which are stored in the computers located at DADP in Santa Fe.</p> <ul style="list-style-type: none"> 1. MVD file access message types: <ul style="list-style-type: none"> a. Vehicle registration information b. Driver's license information c. Driver's license violation and citation histories, NM only 2. Required information for vehicle check: <ul style="list-style-type: none"> a. license number b. license state c. license year d. license type or e. VIN f. Vehicle year g. Vehicle make

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3. Required information for a “VQ” or “DQ” check :
 - a. Name and DOB
 - b. Social Security Number (NM Only)
 - c. Driver’s license number

II. SYSTEMS AND THEIR RELATIONSHIP

All of these Systems will be used by the patrol or terminal operator many times each day. Most officers will use one or more of these systems every time an inquiry is made. The telecommunications system is and should be one of the most valuable tools used by law enforcement.

- A. Description of Four Systems (NCIC, NMCIC, NLETS, NMLETS)
- B. The National Crime Information Center (NCIC) is managed by the Federal Bureau of Investigation. The computer and database are located at FBI Headquarters in Washington, DC.
 - 1. Contains Wanted, Missing, Unidentified, Violent Felon and Gang records;
 - 2. and, records of stolen/recovered property;
 - 3. for a total of 17 files
- C. The New Mexico Crime Information Center (NMCIC) is managed by the DPS. The database is located at DPS Headquarters in Santa Fe.
 - 1. Contains Wanted Person records of individuals wanted only in New Mexico, and;
 - 2. Persons that will not be extradited outside of New Mexico.

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	<p>D. The National Law Enforcement Telecommunications System (NLETS) is managed by a non-profit corporation comprised of representatives from Chief of Police Associations and Sheriffs Associations. The computer center is located in Phoenix, AZ.</p> <ul style="list-style-type: none"> 1. Provides interstate teletype communication and; 2. Access to other state switchers for further access to motor vehicle registration and driver's license files. 3. Also provides for access to Canadian Vehicle and Drivers License files. <p>E. The New Mexico Law Enforcement Telecommunications System (NMLETS) is managed by the DPS. The New Mexico computer switcher is located at DPS Headquarters in Santa Fe.</p> <ul style="list-style-type: none"> 1. Provides intrastate teletype communications and; 2. Access to State DMV registration and Driver's License files. 3. Also is the main database where all formats for entry, inquiry and other transactions are stored. <p>III. NCIC OVERVIEW</p> <ul style="list-style-type: none"> A. Show training videocassette of "NCIC Overview." B. There are 17 active files in NCIC. (Use handout of files to explain purpose of each file) <ul style="list-style-type: none"> 1. All files have inquiry capability. 2. Only certain files have local entry capability, Vehicle, License Plate, Gun, Wanted/Missing and Unidentified Person and Article. 3. Inquiries made into the Wanted Person or Vehicle files will automatically check all other NCIC files except the Gun File.

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	<p>C. NCIC RECORD:</p> <p>Process overview: when an agency receives an item or person to be entered in to NCIC they must verify it meets entry criteria. If it does, it is entered in the system, giving Law Enforcement Nationwide access. When another agency gets a hit they must confirm it with the entering agency. Once confirmed the agency who has the property or person in custody must place a locate message. The entering agency will then clear the record. If even there was an error on the entry in NCIC was determined invalid the record would be canceled.</p> <p>D. NCIC FILE – DEFINATIONS</p> <ol style="list-style-type: none"> 1. Vehicle File <ol style="list-style-type: none"> a. Definition b. Minimum criteria for inquiry c. Minimum criteria for entry 2. License Plate File <ol style="list-style-type: none"> d. Definition e. Minimum criteria for inquiry f. Minimum criteria for entry 3. Boat File <ol style="list-style-type: none"> g. Definition h. Minimum criteria for inquiry i. Minimum criteria for entry 4. Gun File <ol style="list-style-type: none"> j. Definition k. Minimum criteria for inquiry l. Minimum criteria for entry 5. Article File <ol style="list-style-type: none"> m. Definition n. Minimum criteria for inquiry o. Minimum criteria for entry

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	<ul style="list-style-type: none"> 6. Securities File p. Definition q. Minimum criteria for inquiry r. Minimum criteria for entry 7. Wanted Person File s. Definition t. Minimum criteria for inquiry u. Minimum criteria for entry 8. Missing Person File v. Definition w. Minimum criteria for inquiry x. Minimum criteria for entry 9. Unidentified Person File y. Definition z. Minimum criteria for inquiry aa. Minimum criteria for entry <p>IV. MULTIPLE RESPONSES</p> <p>Our telecommunications switcher has been programmed to generate multiple responses for one transaction.</p> <p>A. Driver's License inquiry or Citation inquiry will automatically check:</p> <ul style="list-style-type: none"> 1. NCIC Wanted, Missing, ATF Violent Felon, Secret Service, Foreign Fugitive and Vehicle Files. 2. NMCIC Wanted Persons File. 3. DMV Drivers License database.

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	<p>B. Vehicle Registration (RQ) inquiry will check:</p> <ol style="list-style-type: none"> 1. NCIC Wanted, Missing, ATF Violent Felon, Secret Service, Foreign Fugitive and Vehicle Files. 2. NMCIC Wanted Persons File. 3. DMV Vehicle Registration database. <p>V. NCIC Interstate Identification Index (III)</p> <p>A. Description of III; database of Criminal History records containing records of some serious misdemeanors and felonies.</p> <p>B. III file parameters</p> <ol style="list-style-type: none"> 1. Must have been born after 1956 or, 2. First felony arrest after 1974 or later. <p>C. Required identifiers</p> <ol style="list-style-type: none"> 1. Name, Date of Birth, Sex and Race. 2. Social Security number is optional. <p>D. III can only be used by criminal justice, for criminal justice purposes only.</p> <ol style="list-style-type: none"> 1. Purpose Code C is used for official criminal investigation. 2. Purpose Code J is used for official criminal investigation in conjunction to a background employment check for employment with a criminal justice agency.

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	<p>E. LOGGING AND RETENTION REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Federal policy requires that all III transactions be logged. (Log provided by DPS). 2. III Logs MUST be maintained for one year. 3. Questions regarding III should be directed to the TAC. Matters unable to be handled by TAC are to be directed to the CTO. <p>VII. HIT CONFIRMATION AND PROBABLE CAUSE</p> <p>A. Hit description and definition.</p> <ol style="list-style-type: none"> 1. A Hit is a positive response to an NCIC/NMCIC record advising that a warrant has been issued, missing report has been filed or a stolen property report has been filed. B. An NCIC/NMCIC hit alone is not probable cause to arrest. C. A Hit is only one fact that must be added to other facts in arriving at sufficient legal grounds for probable cause to arrest. D. Ten Minute Confirmation Policy <ol style="list-style-type: none"> 1. Correct NCIC/NMLETS procedures demands the inquiring agency contact the entering agency and confirm that the data in the record is accurate and up to date. 2. Agencies entering records into NCIC must ensure that hit confirmation is available 24-hours a day. 3. The originating agency must within 10 minutes furnish to a requesting agency a response indicating a positive or negative confirmation or a specific amount of time necessary to confirm or reject. 4. An agency requesting confirmation which fails to receive a response to the first request shall generate a second request with a copy to its own Control Terminal Agency.

Bibliography:

“National Crime Information Center” U.S. Department of Justice, Federal Bureau of Investigations, 1986